

Introduction

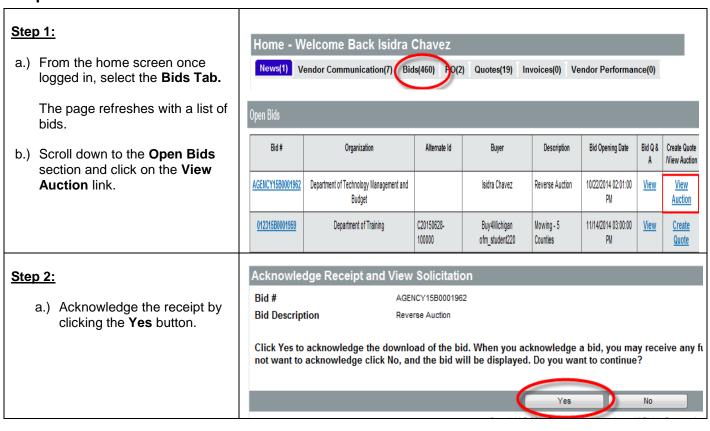
The "How to Respond to a Reverse Auction (RA)" Quick Reference Guide is designed to provide a Vendor the minimum steps necessary in responding to a Reverse Auction.

During a Reverse Auction, Vendors bid against each other downward for the win. Reverse Auctions are different from Standard Buy4Michigan solicitations because Vendors can view the Auction results as other Vendors respond. This allows Vendors to monitor the lowest cost and submit a new Quote that beats the lowest cost, just like an Auction.

Pre-requisites

Vendor must have the Seller Role.

Steps





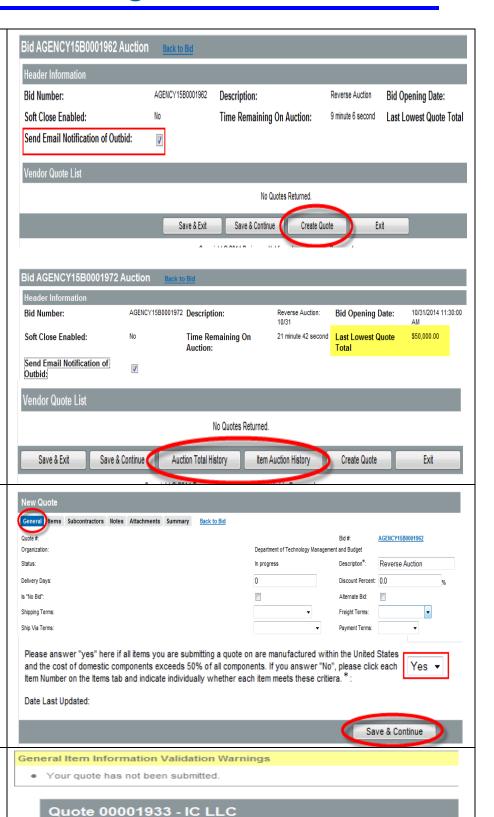
Step3:

The Auction overview screen appears.

- view details & mark the send email notification of outbid check box if you want to receive an email notification of Outbid.
- b.) Click the **Create Quote** button to create a response.

Here you can view the Bid Number, Bid Opening date, Time remaining, etc.

Note: If other quotes have been submitted, the Quote History buttons will display. Click either the Auction Total History or Item Auction History button as shown.



Suncontractors Notes Attachments Summary

Step 4:

The page refreshes to the **New Quote** page and defaults to the **General Tab**.

 a.) Enter ALL required & necessary information as you would a standard Bid.

Note: Be sure to answer YES or NO at the bottom of the screen.

<u>Step 5:</u>

- a.) Select the Items Tab.
- b.) Enter your Unit Cost.

Note: A the top of the page underneath the Items tab, you are

General Items

General

No



